



City of Columbus, Ohio

Examination Announcement

Civil Service Commission
750 Piedmont Road
Columbus, Ohio 43224

Application/Employment Information
City of Columbus Job Line
TDD
Testing Center
Web Address
Application Office Hours**

(614) 645-0800
(614) 645-7667
(614) 645-6200
(614) 645-0800

www.csc.columbus.gov

Monday through Friday, 9:00 a.m. – 4:00 p.m.

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT: The names of the applicants passing this administration of this exam will be **MERGED**, according to score, with the names of those applicants on the current eligible list. If your name already appears on the eligible list and you elect to take the exam this time, your current score **WILL BE REPLACED** with the results of this exam, **INCLUDING REMOVAL FROM THE LIST SHOULD YOU FAIL THIS ADMINISTRATION OF THE EXAM.** Questions regarding this process can be directed to Carla Goddard or Tara Reeves at (614) 645-0800.

Recruitment Number: **06-3064-C1**

Class Title: **Police Officer**

Pay Rate: **\$37,835.20 per year for Police recruits, increasing to \$57,948.80 over 48 months**

Opening Date: **Monday, September 18, 2006 at 9:00 a.m.**

Closing Date: **Friday, October 6, 2006 at 4:00 p.m.**

Applications may be filed **ON LINE** at www.csc.columbus.gov, **BY MAIL (must be post-marked by October 6, and received by October 13)**, or **IN PERSON** at the Civil Service Commission Testing Center located at 750 Piedmont Road, Columbus, Ohio 43224.

Minimum Qualifications

You **MUST** meet the following requirements at the time you file your application. If you do not meet these requirements, your application will be rejected.

Applicants must be at least 20 years of age at time of application and at least 21 years of age at time of appointment.

- *You must be a citizen of the United States
- *You must possess a High School Diploma or GED Certificate
- *You must possess a valid motor vehicle operator's license

In addition, all candidates must pass a rigorous background investigation, including a polygraph examination and psychological screening.

NOTE: AN ABBREVIATED BACKGROUND QUESTIONNAIRE (ABQ) IS PART OF THE APPLICATION AND MUST BE SUBMITTED AND APPROVED TO TAKE THIS EXAMINATION.

*If a candidate decides to retake the exam while on the eligible list, the second score counts and replaces the original score for that candidate.

Classification Information

CLASS DEFINITION: Under immediate supervision, is responsible for protecting life and property, maintaining law and order, and taking all appropriate measures to prevent and combat the commission of crime; performs related duties as required.

EXAMPLES OF WORK: (A complete listing of examples of work for this classification can be found on the class specification, available on our website: www.csc.columbus.gov or at the Civil Service Commission Testing Center located at 750 Piedmont Road.

RESIDENCY REQUIREMENT: At the time of appointment, and during employment, officers must maintain their residency within Franklin County or within one of the counties that border Franklin County.

Please see reverse side for more information

Examination Information

The examination will consist of four (4) phases:

Phase I	Multiple Choice
Phase II	Writing Sample
Phase III	Oral Board (B-PAD)
Phase IV	Physical Test

Candidates will take the first three phases on a single test date and those who pass these three phases will be invited back to take the physical test. The phases of the examination are numbered according to the order in which the exam will be graded, however the phases may not be administered in the order they are listed above. Phases I and II of the examination are administered as "hurdles." Candidates who fail to pass one of these phases will not receive a score for subsequent phases. A candidate must receive a passing score on all phases to be considered eligible. Passing scores from Phase III will determine the candidate's ranking on the eligible list along with any approved Veteran's Preference Credit.

INFORMATION SESSIONS: Information Sessions will be held prior to the examination; **October 17 and 19, and December 12 and 14 at 6:00 p.m., and Dec. 16 at 9:00 a.m.; all at the CSC Testing Center at 750 Piedmont Rd.** Candidates who are eligible to take the exam will receive an admission letter in the mail. For internet applicants, a study guide is available on the internet at www.csc.columbus.gov or may be requested by calling (614) 645-0800. All other applicants will receive a study guide in person or by mail. The study guide and some procedural matters will be covered at the information sessions.

Notes to Applicants

CERTIFICATION PROCESS – 10 POINT BANDS: All passing candidates will be placed in one of three bands, 70, 80, or 90, depending on their B-Pad test score. Candidates will be notified of the band to which they have been assigned.

MEDICAL STANDARDS: Applicants must pass a thorough vision and medical examination including a cardiovascular stress test prior to certification for appointment.

VETERANS PREFERENCE: Those who take this examination, upon presentation of appropriate documentation no later than the final day of testing, may be eligible for Veteran's Preference credit. Additional information about Veteran's Preference credit may be obtained from the Veteran's Preference Fact Sheet available at the Commission Offices or on our website at www.csc.columbus.gov.

QUESTIONS OR SPECIAL ACCOMMODATIONS: If you have a disability or physical condition and would like to request special testing accommodations, please contact **Liz Reed** at **(614) 645-6032** before taking any phase of the exam. It is your responsibility to contact the individual listed above prior to the exam so that the Commission has ample time to review your request and, if granted, make any necessary arrangements.

IF YOU CHANGE YOUR NAME OR ADDRESS at any point in the selection processing or during the life of the eligible list, **YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE.** Failure to notify the Commission may result in disqualification from the selection process.

****COMMISSION HOLIDAYS:** Civil Service Commission offices will be closed on the following nationally recognized holidays: New Years Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving Day; and Christmas Day.